

JOB POSTING

POSITION: Education Curriculum Coordinator

RESPONSIBLE TO: Adult Education Manager

PURPOSE: To help organize and carry out plans for the education, development, and training of adult volunteers. Provide resources to support quality Girl Scout networking, mentoring, and training.

ACCOUNTABILITIES:

1. Review, update and design training curriculums that meet the needs of busy adults who need to learn about Girl Scout leadership
2. Oversee orientation process, update materials, train staff and volunteers to conduct orientations, develop ways to offer orientation to rural communities.
3. Create quarterly training reports, create and update adult training profiles.
4. Work with Studio 2B Education Coordinator to facilitate all girl training components, offer more educational opportunities for girls ages 11-17, and conduct a yearly Girls' Voice Leadership Conference.
5. Research, offer, and update on-line training opportunities, video and audio courses, and home-study packets.
6. Oversee staff training needs. Offer new hires a Girl Scout Ways, welcome to GSU overview training.
7. Manage training database, send out confirmations, create registration lists, notify trainers of courses, prepare training handouts and materials.
8. Work with Adult Education Manager to offer new, exciting networking opportunities that meet the needs of the volunteers. Design and develop yearly Leader's Conference.
9. Design, write, and oversee a monthly Trainer's On-line Newsletter.
10. Identify supplies for trainings, set up training rooms, handle scheduling for training purposes.
11. Interpret and promote Girl Scouting to community groups through formal/informal speaking opportunities, demonstrating ability to articulate the Girl Scout mission, program goals and council objectives.
12. Submit annual action steps and budget with rationale. Document results to supervisory in the format requested with attention to deadlines.
13. Work collaboratively and cooperatively with staff members, volunteers, and community representatives to ensure results for mutually acceptable goals.
14. Perform other duties as assigned.

POSITION SPECIFICATIONS:

1. Minimum of a bachelor's degree or equivalent work experience. Organization, marketing and or management.
2. Minimum of three years experience in marketing, sales, training, community organization or related fields.
3. Demonstrated abilities in planning, managing multiple priorities, marketing, speaking to groups and achieving results in partnership with others.
4. Excellent human relations, oral and written communication skills.
5. Computer literate.
6. Understanding of and commitment to pluralism. Willing to accept the belief and principles of the Girl Scout movement and the ability to work with diverse populations.
7. Willingness to work a minimum of 37.5 hours per week as an exempt staff, this may include some evenings and occasional Saturdays.
8. Must have reliable transportation, current Utah driver's license and full coverage automobile insurance.

APPLICATION DEADLINE: Posted until position is filled

SALARY MINIMUM: Beginning at \$26,000

Girl Scouts of Utah offers excellent benefits, opportunities for skills and career development, and excellent working conditions. Please send resume, cover letter, and salary history to:

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NO TELEPHONE CALLS, PLEASE

An Equal Opportunity Employer with a barrier-free office environment.